

CITY OF BRYAN

CITY SECRETARY'S OFFICE

300 S. Texas Avenue

Bryan, TX 77803

979-209-5002

www.bryantx.gov

Boards, Commissions & Committees

- ▶ Board of Adjustments and Appeals
- ▶ Board of Sign Control and Appeals
- ▶ Bryan Business Council
- ▶ Bryan Cemeteries Advisory Board
- ▶ Bryan+College Station Public Library Board
- ▶ Bryan Texas Utilities Board
- ▶ Building and Standards Commission
- ▶ Civil Service Commission
- ▶ Commissioners of Housing Authority
- ▶ Community Development Advisory Committee
- ▶ Community Development Downtown Loan Committee
- ▶ Coulter Airfield Advisory Committee
- ▶ Historic Landmark Commission
- ▶ Joint Relief Funding Review Committee
- ▶ Neighborhood/Youth Services Advisory Board
- ▶ Parks and Recreation Advisory Board
- ▶ Planning & Zoning Commission
- ▶ The Research Valley Partnership Board
- ▶ Zoning Board of Adjustments

Citizen Boards, Commissions & Committees

Bryan City government offers a number of ways for its citizens to become actively involved in government business. In addition to the opportunity citizens have to express their thoughts at City Council meetings and public hearings, Bryan citizens also may apply to serve on one of many boards, commissions and committees.

Membership on these panels is open to all Bryan citizens. Unless otherwise noted, the only requirement for service is that the applicant must live in Bryan. All members of city boards, commissions and committees are required to attend at least two-thirds of the meetings of that group in a given six-month period, unless the board, commission or committee is on call and meets once during the six-month interval. Members of these citizen panels serve without monetary compensation. The City Council appoints the members.

In most cases, members may serve a maximum of six years on one of the panels, either by serving two three-year terms or three two-year terms.

Board of Adjustments & Appeals

Purpose

Hears appeals regarding decisions and rulings by the Chief Building Official concerning building, gas, mechanical and plumbing codes, suspends/revokes electrical licenses and hears appeals concerning decisions and rulings of the Chief Fire Official.

Membership

Composed of seven members as follows: one architect, one engineer, a member of the building construction trade, a member of the plumbing trade, a member of the mechanical trade, one master electrician and a journeyman electrician. Members should be familiar with the International Codes and all amending ordinances. Members serve three-year terms. The Chief Building Official and the City Fire Official serve as ex-officio members.

Board of Sign Control & Appeals

Purpose

Determines the amount of compensation to which the owner of a sign that is required to be relocated, reconstructed or removed is entitled; hears and acts upon appeals from an interpretation of the Code of Ordinances made by a building official; and hears and acts upon appeals from denial of a variance requests.

Membership

Composed of five members as follows: two real estate appraisers, one person engaged in the sign business in the City, one employee of the State Department of Transportation,

and one architect or landscape architect. The Chief Building Official serves as the secretary of the board.

Bryan Business Council

Purpose

Oversees and actively participates in the business of economic development and retail business recruitment.

Membership

Composed of seven members serving three-year terms. Members must be residents of the City of Bryan and should have an extensive knowledge of the community. A business background and a basic understanding of economic development principles are also helpful.

Bryan Cemeteries Advisory Board

Purpose

Advises Council on all matters pertaining to the aesthetics and operations of the municipal cemeteries.

Membership

Composed of seven members appointed by the City Council for two-year staggered terms. Five members must be residents of Bryan and two members must be property owners in any of the City of Bryan owned cemeteries, regardless of residency.

Bryan+College Station Public Library System

Purpose

Serves to promote library services and to represent the public interest in library services.

Membership

Composed of eight members. Members should be committed to the philosophy and importance of free public library services in the community. Four of the members are from the City of Bryan and appointed by the Bryan City Council. The remaining four members are from the City of College Station and appointed by the College Station City Council. The Community Librarian attends all board meetings.

Bryan Texas Utilities Board

Purpose

Manages and operates the electric utility in an efficient and businesslike manner in the best interests of the City, while being responsive to the needs of urban and rural customers; sets policies and goals for the operation of the electric utility; and delegates the day-to-day operation of the utility and such other duties the board finds appropriate to the electric utility manager.

Membership

Composed of seven members appointed by the City Council, after recommendation by the Board, for three-year staggered terms. Members must be qualified voters within the State of Texas and residents of the Bryan Texas Utilities electric utility service area, Brazos County or have a commercial account with Bryan Texas Utilities. Members are as follows: one residential customer of the City; one commercial customer or an employee of a commercial customer of the City; two persons with experience or expertise in the field of marketing, finance, law or engineering; three persons with experience in electric generation, transmission or distribution.

Building & Standards Commission

Purpose

Makes rulings regarding the safety of various buildings and orders, if necessary, the owner or other interested parties to repair or demolish a building. Rulings may be appealed to the City Council.

Membership

Composed of a five-member panel with two alternate members who serve in the absence of regular members. Members should have some knowledge of the engineering and building construction trades.

Civil Service Commission

Purpose

Adopts rules, conducts investigations and inspections and hears appeals for Police and Fire Department personnel in accordance with the Municipal Civil Service Act.

Membership

Composed of three members serving three-year terms. Commissioners must be of good moral character, U.S. citizens, residents of Bryan for more than three years, over the age of 25 and shall not have held a public office within the preceding three years.

Commissioners of Housing Authority

Purpose

Ensures the safety and sanitation of dwellings in the City of Bryan and immediate surrounding area and ensures accommodations are available to low-income persons.

Membership

Composed of one tenant commissioner and four regular commissioners serving two-year terms. The Executive Director of the Bryan Housing Authority serves as an ex-officio member.

Community Development Advisory Committee

Purpose

Serves as an advisory body to the City Council on the use and distribution of Federal Community Development Block Grant (CDBG) funds, which are available to

the City on a yearly basis. The committee also develops a community development plan to use in setting priorities for funding requests and holds public hearings as needed.

Membership

Composed of seven members serving two-year terms. Experience in working with programs for low-income people and a background in real estate, building construction, education or economic development are helpful but not required.

Community Development Downtown Loan Committee

Purpose

Reviews business development and building improvement loan applications, makes funding decisions, and sets rates, terms and conditions for individual loans in the community development target area.

Membership

Composed of seven members. The City's finance director serves as the chair. The committee typically has one lender and a representative from the small business community. A staff member from the Small Business Development Center serves as an ex-officio member.

Coulter Airfield Advisory Committee

Purpose

Advises City Council on matters concerning the continued use and development of Coulter Airfield, aids in developing plans for a long-range aviation program, encourages public interest in the aviation program, makes recommendations to City staff regarding the expansion, improvement, maintenance and operation of Coulter Airfield.

Membership

Composed of seven members serving two-year terms. The City Manager, or his/her designee, serves as an ex-officio member.

Historic Landmark Commission

Purpose

Protects City landmarks, which represent distinctive elements of the City's and

State's architectural, cultural, social, economic, ethnic and political history. Determines appropriate modifications to historic landmarks, recommends inclusion/exclusion of landmarks to a district, makes recommendations as to which structures are designated as historic landmarks and is responsible for the City's Preservation Plan.

Membership

Consists of seven members as follows: a member of a local historical commission or historic preservation group; a registered architect residing within Brazos County; a resident or property owner in the East Side Historic District; a resident or property owner in the Downtown Historic District; and three at-large members. Members serve three-year terms and should possess some degree of knowledge regarding the architectural, cultural, social, economic, ethnic or political history of Bryan. The City Planner, or his representative, serves as an ex-officio member.

Joint Relief Funding Review Committee

Purpose

Competitive process including reviewing and ranking of Community Development Block Grant public service applications. Recommendations, included in the annual Consolidated Action Plan, are sent to the City Council for final approval.

Membership

Consists of three members serving three-year terms. Three members are also appointed by the City of College Station City Council.

Neighborhood/Youth Services Advisory Board

Purpose

Serves as an avenue for citizen input concerning the City of Bryan's programs targeting youth. Reviews activities available for youth and assists in fund raising for youth programs.

Membership

Consists of nine members, with at least one representative from each single member district.

Parks & Recreation Advisory Board

Purpose

Serves in an advisory capacity concerning park planning, development and maintenance, recreation programming and matters of policy pertaining to the delivery of leisure services to the residents of Bryan.

Membership

Consists of nine members serving two-year terms. It is beneficial for members to have experience or formal education in one or more of the following: park planning and design, landscape architecture, facility construction, facility maintenance, beautification projects, organization and implementation of recreational activities, i.e. sports, aquatics, special events, the arts, concessions management, public administration, or youth/adolescent services. The City Manager, or his/her designee, serves as an ex-officio member.

Planning & Zoning Commission

Purpose

Ensures the orderly physical development of the City through the adoption and revision of a land use/comprehensive plan. Has final authority over plat and replat requests in the City.

Membership

Consists of nine members serving three-year terms. Members should possess a basic understanding of municipal planning, real estate development, management, political processes, building development and economic development.

The Research Valley Partnership Board

Purpose

The RVP promotes and facilitates activities that enhance the economic base throughout the region without regard to municipal boundary, with daily operational emphasis on the recruitment of new non-retail businesses. Improved employment opportunities throughout the County which either directly or indirectly benefit the low and moderate sectors of the workforce is a primary objective.

Membership

The Board of Directors is composed of

fourteen directors, plus two ex-officio members and one non-voting member as follows: three members appointed by the Bryan City Council; three members appointed by the College Station City Council; three members appointed by the Brazos County Commissioner's Court; two members appointed by Twin Cities Endowment, Inc. (these seats are currently being phased out); additional voting directors are appointed by the President of Texas A&M University and one member is appointed by the Bryan-College Station Chamber of Commerce. The Bryan City Manager and College Station City Manager serve as ex-officio members of the board. One non-voting director is appointed by the President of Blinn College. Voting directors

serve three-year terms and are required to stay abreast of all TRVP business through regular attendance at all board meetings.

Zoning Board of Adjustment

Purpose

Hears and determines appeals regarding the alleged error on any order, requirement, decision or determination made by an administrative official in the enforcement of the zoning ordinance. Also reviews certain variance requests.

Membership

Consists of five regular members and two alternate members who serve for two-year staggered terms.

Boards/Commissions/Committees Meeting Schedule

Board of Adjustments and Appeals As Needed (approx. 4 times per year)

Board of Sign Control and Appeals As Needed (approx. 5 times per year)

Bryan Business Council 3rd Monday of Each Month (3:00 p.m.)

Bryan Cemeteries Advisory Board As Needed (approx. 6 times per year)

*Bryan+College Station 3rd Tuesday of Every Other Month (5:15 p.m.)
Public Library Board (Jan./Mar./May/July/Sept./Nov.)*

Bryan Texas Utilities Board 2nd Monday of Each Month (4:00 p.m.)

Building and Standards Commission As Needed (approx. 6 times per year)

Civil Service Commission As Needed (approx. 1-4 times per year)

Commissioners of Housing Authority 3rd Tuesday of Each Month (6:00 p.m.)

*Community Development 2nd Thursday of Each Month (6:00 p.m.)
Advisory Committee*

*Community Development As Needed (approx. 2-3 times per year)
Downtown Loan Committee*

Coulter Airfield Advisory Committee 3rd Thursday of Each Month (11:30 a.m.)

Historic Landmark Commission 2nd and 4th Tuesdays of Each Month (5:30 p.m.)

*Joint Relief Funding Once Weekly April-June (Thursdays 11:30 a.m.)
Review Committee*

*Neighborhood/Youth Services As Needed (approx. 4-6 times per year)
Advisory Board*

Parks & Recreation Advisory Board 3rd Tuesday of Each Month (7:00 p.m.)

Planning & Zoning Commission 1st and 3rd Thursdays of Each Month (6:00 p.m.)

*The Research Valley 3rd Wednesday of Each Month (3:00 p.m.)
Partnership Board*

Zoning Board of Adjustments 2nd Thursday of Each Month (5:30 p.m.)

COMMUNITY SERVICE REQUEST FOR A BOARD/COMMISSION/COMMITTEE VOLUNTEER ASSIGNMENT

NOTE: All information on this application is public information pursuant to the provisions of the Texas Public Information Act.

PLEASE TYPE OR PRINT CLEARLY USING BLACK INK

NAME: _____ TELEPHONE: _____

ADDRESS: _____ Home: _____

Work: _____

I have lived in Bryan for _____ years. I live in Single Member District # _____ . (See map on back.)

OCCUPATION OR AREA OF EXPERTISE: _____

EDUCATION (Optional): _____

PROFESSIONAL AND/OR COMMUNITY ACTIVITIES: _____

ADDITIONAL PERTINENT INFORMATION/REFERENCES: _____

I AM INTERESTED IN SERVING ON THE FOLLOWING BOARDS, COMMISSIONS, OR COMMITTEES:

(Please limit your selection to no more than three. List in order of preference: 1, 2, 3.)

____ Board of Adjustments and Appeals
____ Board of Sign Control and Appeals
____ Bryan Business Council
____ Bryan Cemeteries Advisory Board
____ Bryan+College Station Public Library Board
____ Bryan Texas Utilities Board
____ Building and Standards Commission
____ Civil Service Commission
____ Commissioners of Housing Authority
____ Community Development Advisory Committee

____ Community Development Downtown Loan Committee
____ Coulter Airfield Advisory Committee
____ Historic Landmark Commission
____ Joint Relief Funding Review Committee
____ Neighborhood/Youth Services Advisory Board
____ Parks & Recreation Advisory Board
____ Planning & Zoning Commission
____ The Research Valley Partnership Board
____ Zoning Board of Adjustments

Do you serve on any other board/commission/committee at this time? If so, please list: _____

APPLICATIONS ARE KEPT ON FILE IN THE CITY SECRETARY'S OFFICE FOR THIS APPOINTMENT PERIOD.

(Signature of Applicant)

(Date)

PLEASE RETURN THIS FORM TO:

CITY OF BRYAN // CITY SECRETARY'S OFFICE
P.O. BOX 1000, ROOM 301
BRYAN, TX 77805-1000
(979) 209-5002 // Fax: (979) 209-5003

CIUDAD DE BRYAN
CITY OF BRYAN
DISTRITOS UNIMIEMBROS DE VOTACION
SINGLE-MEMBER DISTRICT MAP

